AMI	ENDMENT OF SOLICITATIO	n/MODIFI	CATION OF CO	ONTRACT	1. CONTRACT ID CODE		PAGE OF PAGES 1 5
2. AME	AMENDMENT/MODIFICATION NO. A001 3. EFFECTIVE DATE September 21, 2016		F		Filming of	5. PROJECT NO. (If applicable) Filming of Short Clips for PAS, U.S. Embassy, Islamabad	
US E Islam	acting Officer (GSO) mbassy, Diplomatic Enclave, I abad			CODE	TERED BY (If other than Item		
8. NAME	AND ADDRESS OF CONTRACT	OR (NO., stre	et,city,county,State,an	d ZIP Code)	9a. AMENDMENT SP	of solici K33016Q	
					9b. DATED (SEE 17 A	TEM 11) ugust 25, 2	016
					10a. MODIFICATI	ON OF CON	TRACT/ORDER NO.
					10b. DATED (SEE 1	TEM 13)	
	11.	THIS ITEM	ONLY APPLIES TO) AMENDMENTS	OF SOLICITATIONS		
Offers m methods: copy of th FAILUR OFFERS amendme or letter r	e above numbered solicitation is a [X] is extended, [] is not e ust acknowledge receipt of this an (a) By completing Items 8 and 15 ne offer submitted; or(c) By separ E OF YOUR ACKNOWLEDG B PRIOR TO THE HOUR AND ent you desire to change an offer a makes reference to the solicitation OUNTING AND APPROPRIATION	xtended nendment pri 5, and returni ate letter or t MENT TO DATE SPE lready submi and this ame	or to the hour and on the copies elegram which include BE RECEIVED A' CIFIED MAY RE tted, such change and ment, and is received.	late specified in the of the amendment udes a reference to T THE PLACE SULT IN REJECTION TO THE PLACE SULT IN REJECTION TO THE PLACE TO	ne solicitation or as amended t;(b) By acknowledging reco to the solicitation and amend DESIGNATED FOR THE CTION OF YOUR OFFER elegram or letter, provided es	d, by one of the eight of this as ment number RECEIPT R. If by virtuach telegram	mendment on each ers. OF ue of this
12. ACCC		10.00					
					F CONTRACTS/ORDERS, SCRIBED IN ITEM 14.		
	A. THIS CHANGE ORDER IS ISSU CONTRACT ORDER NO. IN IT	EM 10A.					
	 THE ABOVE NUMBERED CON office, appropriation date, etc.) SI THIS SUPPLEMENTAL AGREE 	ET FORTH IN	ITEM 14, PURSUAN	NT TO THE AUTH	ORITY OF FAR 43.103(b)	S (such as cha	nges in paying
,	. THIS SUFFLEMENTAL AUREL	WENT IS EN	ERED INTO PURSO	JANT TO AUTHO	RITY OF:		
X I	D. OTHER (Specify type of modificate	ion and author	ity)		- Aller - Iller - Ille		
E. IMPOR	TANT: Contractor [] is not, [] is re	quired to sign	this document and ret	urn copies to	the issuing office		

14. **DESCRIPTION OF AMENDMENT/MODIFICATION** (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Solicitation is amended as follow,

- To extend the bid closing date from September 19, 2016 to September 23, 2016 4.30PM
- Offer submission method is revised as follow,
 Quotations are also accepted electronically via email following email address, ShahzadK2@state.gov and LatifM@state.gov
- 1.1 Item Description-Price section is amended as follows,

Prepare Documentary Videos of 1 minute in duration in HD as mentioned in the Statement of Work (SOW).

Payment will be made in Pakistani Rupees on a per-actual-produced-episodes subject to the approval of the POC

The video cost must include travel/lodging and any other associated expense that may incur during the process of shooting and/or otherwise. The videos will be produced in the the following parts of the country:

- (i) Peshawar (and environs)
- (ii) Malakand Division
- (iii) D.I. Khan/Tank
- (iv) Bannu District.
- Payment terms is amended to include "Partial payment may be made upon completion of a video that meet
 project requirements and submission of legitimate invoice in accordance with the instructions mentioned in
 the original solicitation."

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME OF CONTRACTING OFFICER

John Langer

| 15B. NAME OF CONTRACTOR/OFFEROR | 15C.DATE | SIGNED | 16B. UNITED STATES OF AMERICA | 16C.DATE SIGNED | 16B. UNITED STATES OF AMERICA | 16C.DATE SIGNED | 16B. UNITED STATES OF AMERICA | 16C.DATE SIGNED | 16B. UNITED STATES OF AMERICA | 16C.DATE SIGNED | 16C.DATE

NSN 7540-01-152-8070 Previous edition unusable Standard Form 30 (revised 10/83) Prescribed by GSA FAR (48 CFR) 53.243

1. ITEM DESCRIPTION

The U.S. Embassy Islamabad requires Services for a Video Project to Highlight U.S. Assistance and Support in Northwest Pakistan; Public Affairs Section, U.S. Consulate General, Peshawar, Pakistan

1.1 Price

S/N o	Item Description	Quantity	Unit Price (in PKR)	Total Price (in PKR)
001	Prepare Documentary Videos of 1 minute in duration in HD as mentioned in the Statement of Work (SOW). Payment will be made in Pakistani Rupees on a per-actual-produced-episodes subject to the approval of the POC The video cost must include travel/lodging and any other associated expense that may incur during the process of shooting and/or otherwise. The videos will be produced in the the following parts of the country: (iii) Peshawar (and environs) (iv) Malakand Division (v) D.I. Khan/Tank	5*		

	Grand Total Price	

^{*} It is just an estimated quantity. Actual figure may be more which shall be paid on the unit cost given above.

2. TERMS & CONDITIONS

Duration of Contract:

Duration of the contract will be for one year starting from the date of award.

Deliverables

Episodes: Five to seven episodes (each approximately one minute in duration) in HD, 16:9, .mov file under 500 MB.

Evaluation Criteria:

The Government intends to award a contract/purchase order resulting from this solicitation to the lowest priced, technically acceptable offeror/quoter who is a responsible contractor. The evaluation process shall include the following or your technical proposal should include,

The Government will determine contractor responsibility by analyzing whether the apparent successful offeror complies with the requirements including:

- Adequate financial resources or the ability to obtain them;
- Satisfactory record of integrity and business ethics;
- · Necessary organization, experience, and skills, or the ability to obtain them;
- · Necessary equipment and facilities or the ability to obtain them
- The offeror shall address its plan to obtain all licenses and permits required by local law (If offeror already possesses the locally required licenses and permits, a copy shall be provided)

Payment Terms:

Payment will be processed through Electronic Fund Transfer (EFT) within 30 days of the date that a correct invoice conforming to the provisions of the Purchase Order is received at the Department of State Financial Management Office AND satisfactory completion of work/delivery of acceptable items/services at U.S. Embassy Islamabad and the U.S. Consulate General in Peshawar.. Partial payment may be made upon completion of an acceptable video.

SUBMISSION OF INVOICE:

Each invoice shall include vendor invoice number, purchase order/contract number, date issued, brief description of supplies/services provided, quantities, unit and total price, and signed by the signing authority.

Invoices must be routed to:

- One original invoice in pdf format to the Financial Management Center to <u>IslamabadFMC-Invoice@state.gov</u>
- 2. One copy clearly marked "DUPLICATE Copy for GSO original submitted to FMO" to <u>Islamabad_GSO_Procurement@state.gov</u>

Although email is the preferred method, invoices may also be submitted by mail (do not also send electronically if you mail the invoice to the following address):

Financial Management Officer (FMO) US Embassy, Diplomatic Enclave Ramna-5, Islamabad

For payment related queries contractor will contact Financial Management Officer (FMO) <u>IslamabadFMC-Invoice@state.gov</u>. Contracting Officer takes no responsibility for payment and/or associated queries.

Contract Clauses

FAR & DOSAR (attached) clauses will apply to this purchase order. These clauses can be accessed through following link: http://aopepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx this link does not work

52.249-2	Termination for Convenience of the Government (Fixed-Price)
	(MAY 2004) Alternate I (APR 1984)
52.212-4	Contract Terms and ConditionsCommercial Items (May 2015)
52.212-5	Contract Terms and Conditions Required to Implement Statutes or Executive OrdersCommercial Items
	(Feb 2016)
DOSAR 652.236-70	ACCIDENT PREVENTION (APR 2004)

Insurance

The contractor is responsible for obtaining whatever insurance is necessary according to local laws. The contractor agrees that the Government shall not be responsible for personal injuries or for damages to any property of the contractor, its officers, agents, servants, and employees, or any other person, arising from an incident to the contractor's performance. The contractor shall hold harmless and indemnify the Government from any and all claims arising there from, except in the instance of gross negligence on the part of the Government.

PRE-PROPOSAL CONFERENCE:

The pre-proposal conference will be held on September 9, 2016 at 10:00AM at U.S. Embassy, Islamabad. Prospective offerors/quoters should contact Khurram Shahzad or Mohammad Latif at the following email addresses: ShahzadK2@state.gov or LatifM@state.gov on or before 12.30PM September 2, 2016 for additional information or to arrange entry to the building. Interested offerors must provide full name of participant(s) (as written on CNIC), CNIC number and particulars of vehicle to be used such as make, model, color and registration number

Offer Due Date:

1. Please submit your price and technical proposal on or before September 23, 2016 at 4:30 p.m. to Contracting Officer, U.S. Embassy, Diplomatic Enclave, Ramna-5, Islamabad. Quote may also be submitted electronically to the following email address:

ShahzadK2@state.gov and LatifM@state.gov

No quote will be acceptable without sample and after the due date.

- 2. Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ.
- 3. Please provide reference of our RFQ#SPK33016Q5825 in all your correspondence regarding this request for price quotation.

STATEMENT OF WORK

For a Video Project to Highlight U.S. Assistance and Support in Northwest Pakistan Public Affairs Section, U.S. Consulate General, Peshawar, Pakistan

I. Background/Scope

The Public Affairs Section (PAS) of the U.S. Consulate General in Peshawar, Pakistan (PAS Peshawar) seeks to produce a series of short videos that will highlight U.S. Government (USG)-funded projects in northwest Pakistan. This film project consists of an initial phase involving the creation of five to seven videos, each approximately one minute in duration. Based on the quality and results of the videos from the initial phase, there may be a second phase of this film project during which additional videos may be made. The specific content of the videos would vary depending on the topic, but typical content would feature a U.S. official describing the project/initiative, footage of project site(s), and, in some cases, Pakistanis who have benefited from the projects/initiatives. PAS seeks to engage a production company for the creation of these videos.

II. Objective

A key goal of PAS Peshawar is to better highlight and promote the range of U.S. assistance, projects, initiatives, and support in Khyber Pakhtunkhwa and the Federally Administered Tribal Areas (KP/FATA). Increasingly, we rely upon social media to reach the

public. The videos would be featured on Mission Pakistan's official website and the Facebook and Twitter pages of the PAS Peshawar. As appropriate, the videos may be uploaded to other social media, e.g. YouTube, Vimeo, etc.

III. Description

The Contractor shall plan, coordinate, and execute all of the logistical requirements necessary for scripting, filming, and editing of the videos of various project sites. The film project will entail travel to various sites in northwest Pakistan as stated in the line item. The Contractor should plan to visit and conduct filming at several sites during the same travel in order to maximize efficiency and save on travel costs. The project will involve filming at both project sites outdoors and inside of a studio. It may also be necessary to digitize original photographs and incorporate these into the videos. Based on the specific project, the Contractor may be asked to take photographs or record video b-roll to weave into the narrative. Animation is also a potential medium, but it would be incumbent upon prior approval based on storyboards submitted within the proposal. The videos need to be subtitled in both English and Urdu.

The Point of Contact (POC) will be the **Public Affairs Officer (PAO) of the U.S. Consulate General in Peshawar**. The POC will coordinate with the Contractor and, as needed, with local officials, various project implementers (of the project sites), and other officials at the Consulate General as needed, and ensure that any necessary requirements, e.g. obtaining a No Objection Certificate, are applied for and obtained. The American POC will review and approve the composition and narratives of each video. The videos should be approximately one minute in length and highlight the essential qualities of the project. In most cases, an American official would introduce and/or narrate the videos. Filming of the American official would be done by the Public Affairs Section of the U.S. Embassy in Islamabad or by the U.S. Consulate General in Peshawar. In some cases, the Consulate General may provide the footage to the Contractor of the American official(s) for inclusion in the final film project and it would be necessary for the Contractor to integrate this footage into the final version of the film.

As appropriate, footage of Pakistanis will be featured, as they describe how the project has improved their lives. Where and when appropriate, consent forms should be obtained from individuals, authorizing permission for them to be featured in the videos. Showing the subjects in their living and working environments could be one scenario, while filming an interview in-studio might be another scenario. This may entail travel to where the subjects work and live. However, not all videos would necessarily feature a Pakistani beneficiary of the project(s). The POC will approve the content proposal and budget, and retain rights for the final approval of the videos. The Contractor will produce a series of videos that will be posted to the social media sites of the U.S. Consulate General in Peshawar, and the U.S. Mission to Pakistan. The POC maintains and asserts the right to review the videos in the production/editing phase and to provide feedback and direction. In addition, the videos will be evaluated based upon objectives related to the quality of the videos and of their reach on social media, e.g. by analyzing and interpreting the number of views, "likes," shares, and comments that a video receives after it is posted on the Consulate's Facebook site. It is conceivable that footage from this project may be appropriate for broadcast distribution at the discretion of the POC. PAS Peshawar would have the right and authority to repackage and repurpose the video for other purposes in the future.

Topics for the film project may include infrastructure and construction projects, humanitarian assistance, and cultural preservation. These are representative examples, at various sites in KP/FATA. The POC would determine the priority of the sites to be filmed and the projects to be featured.

The sites where videos will be filmed are:

- Peshawar (and environs)
- Malakand Division
- D.I. Khan/Tank
- Bannu District

Payment will be made on a per-film basis against costs associated for each specific episode. The USG will retain all rights to material produced including copyrights and the rights of distribution, including to other media such as local television channels.

Proposals need not include placement or distribution plans, as this would be separate from the production phase of the project.

IV. Deliverables

Videos: Approximately five (5) to seven (7) videos (each approximately one minute in duration) in HD, 16:9, .mov file under 500 MB.